

# Procedures

## Arrival

**Bus Arrival** – Buses will drop off in the bus lanes in the front of the building. Once buses are lined up and emptied, buses will be dismissed to the HS. Students will enter either through the main entrance,

**Van and Walker Arrival** – Vans will drop off in front of the building. Students will enter through the main entrance.

**Car Drop Off** – Car drop off will take place in the Triton Lot. Parents will be directed to pull in in rows. Once cars are in the designated “Drop Off Area”, students will exit cars and cross the street to enter via the Auditorium Entrance.

Upon arrival, students will report to the cafeteria for breakfast or directly to homeroom. Students will use the main stairwell to report to homeroom in the morning.

## Dismissal

**Van Dismissal** – Vans will pick up in the bus lanes in the front of the building. Students will be escorted to the main lobby and assisted onto vans at 2:45.

**Walkers** – Students who walk will be escorted from their hallways to dismiss from the doors next to Mr. Kern’s room. Walkers will exit the building at 2:55 when Wave 1 is called to buses.

**Car Pick Up** – Car pick up will take place in the Triton Lot. Parents will be directed to pull in in rows. Students will be escorted to the Auditorium doors. Carline students will exit the building at 2:55 when Wave 1 is called to buses. Once all students are in their cars, those on duty will sweep the aisles between cars to ensure all aisles are clear of any people. Cars will be directed to exit by turning right onto Pennsylvania Avenue.

**Bus dismissal** - will take in front of the building starting at 2:55 in 4 waves. Students will be called to load buses one wave at a time.

